

CALIFORNIA FREIGHT

A DIVISION OF SANDAIR, INC.

Memo: Coronavirus and Flu Prevention

Date: 3/16/2020

To: All employees

From: California Freight Human Resource management

In light of the COVID-19 (coronavirus) pandemic, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors or others. We also want to ensure the continuity of business operations during this pandemic.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.

California Freight will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

Employees are encouraged to use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak. IT support services are available to employees who need assistance with this technology.

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick leave and other benefits to compensate employees who are unable to work due to illness. Employees who report to work ill will be sent home in accordance with these health guidelines.

While we currently do not offer formal telework arrangements, California Freight will consider, on a case-by-case basis, requests from employees to work from home during this time. While not all positions are conducive to telework, those positions with primary job duties that can be effectively performed remotely will be given consideration.

Please contact the human resources department with any questions or concerns by email at hr@calfreight.com or call between 8:00 am and 5:00 pm weekdays at (209) 599-5000 option 4.

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Employee and Visitor Questionnaire

Please be advised that an affirmative response to any of the questions below will be cause for California Freight management to ask you to leave our premises in accordance with the health guidelines defined on the attached *Coronavirus and Flu Prevention* memo dated 3/16/2020.

Name _____ Date _____

Have you or someone living in your household, an intimate partner, or someone you are caring for been diagnosed with COVID-19 (Coronavirus) or had any contact with a confirmed case of COVID-19 in the last 14 days?

YES NO

Have you or someone living in your household, or an intimate partner, returned from, or made a connection through, a CDC Level 3 or Level 2 country, in the last 14 days.

YES NO

Do you currently have, or have you had within the last 24 hours, any cold or flu symptoms and a fever greater than 100°F or 37.8°C?

YES NO